

PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"

(Updated Nov 09)

The relevant Remuneration Tribunal Determination (copied overleaf) provides non-Executive Members with an entitlement to financial assistance for the purposes of studies and investigations ("study travel") as well as an accompanied travel entitlement when travelling on Assembly Business.

Consistent with the requirements of the Determination and the Assembly's Guidelines for non-Executive Members' Travel; a non-Executive Member proposing to utilise this entitlement is required to submit certain details of their proposal to the Speaker for approval. Non-Executive Members should complete the following details to address these requirements.

Members should note that approval to utilise this entitlement cannot be sought retrospectively.

Mr Speaker

I am proposing to utilise my "study travel" entitlement and seek your approval accordingly. To enable you to consider my proposal, the following details are provided:

Brief Description of the Proposed Activity (including the purpose of the journey/activity and details of any conferences to be attended or training to be undertaken):

I will be attending a one day media training course. The course will involve skills development and presentation advice, followed by practice interviews.

Detailed itinerary (including dates and times) of the places to be visited/activity to be undertaken:

Friday 5 July 2013; 68 York Street, Sydney (course location) from 9.00am – 5.00pm.

I will be flying to Sydney on Thursday 4 July 2013 and returning by car with colleagues on Saturday 6 July 2013.

Estimated Cost of Activity: **\$1400**

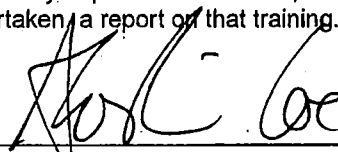
(cost should include fares, travelling allowances, conference fees and other training expenses)

I have confirmed with the Secretariat's Corporate Services Office that I have approx **\$24,000** available/remaining of my "study travel" entitlement.

I understand that, if the proposal is approved, I will submit to you, within eight weeks of completing the activity, a written report detailing the travel undertaken and expenses incurred (including any reimbursement received for nominee accompanied travel), names and area of responsibility of persons contacted, a summary of business undertaken, and, in relation to any approved training undertaken, a report on that training.

Alistair Coe

Member's Name


Signature

27/6/13

APPROVED/ NOT APPROVED


Speaker

21/7/13

REPORTS ON MEMBER'S STUDY TRIPS

A study trip report must be submitted within eight weeks of completing any travel made under the Member's study entitlement. The report will be presented in the Assembly by the Speaker. The following format may be used by Members or may act as a guideline for Members in preparing reports.

STUDY TRIP REPORT

Name: Alistair Coe MLA

Purpose of Visit: One day media training course

Places visited and dates of visit: Friday 5 July 2013; 68 York Street, Sydney (course location)

Expenses incurred (including any reimbursement received for spouse accompanied travel):

Fares & Transfers: \$102.45

Conference Fees: \$ 821.42

TA: \$365.00


Organisation(s) and individuals visited: Media training

Area of responsibility of persons contacted:

Business undertaken: Media training course

Conclusions and/or recommendations:

Signed:



Date: 18/09/2013